

**BY ORDER OF THE COMMANDER
1ST SPECIAL OPERATIONS WING
(AFSOC)**



**AIR FORCE INSTRUCTION 36-2110
HURLBURT FIELD
Supplement**

24 JULY 2013

Personnel

ASSIGNMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

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OPR: 1 SOFSS/FSMP

Certified by: 1 SOFSS/CC
(Lt Col Derrick J. Floyd)

Pages: 4

AFI 36-211, *Assignments*, 22 September 2009 is supplemented as follows: This supplement implements policies and procedures to better control assigned wing strength at Hurlburt Field. It provides guidance on how the program is tailored to the 1st Special Operations Wing, and establishes standardized formats for Permanent Change of Assignment (PCA) actions and “with duties at” loans between the 1 SOW and tenant units. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

1.1.3.4. **(Added)** This instruction applies to all PCA actions and “with duties at” loans (i.e., personnel who remain assigned to the losing unit but report for daily duties at the gaining unit) between the 1 SOW and tenant units. All PCAs/loans outside the 1 SOW must first be approved by the 1 SOW/CC.

1.1.3.4.1. **(Added)** PCA actions will be coordinated through the member’s squadron and group commander, then 1 SOFSS/FSMPM (Force Management), to the 1 SOW/CC for final approval/disapproval. PCA coordination will be accomplished 2 weeks prior to duty effective date via AF Form 1768 (Attachment 26).

1.1.3.4.2. **(Added)** Temporary or “with duties at” loans outside the 1 SOW will be accomplished using a memorandum that is coordinated through the member’s squadron and group commander, as well as the gaining unit/directorate, to the 1 SOW/CC for final approval/disapproval. The memorandum will detail administrative responsibilities including, but not limited to, leave, flying frequency (if applicable), fitness testing, PRF/OPR/EPR disposition, etc.

JAMES C. SLIFE, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2110, Assignments, 22 September 2009

Adopted Forms

AF Form 1768, *Staff Summary Sheet*

Prescribed Forms

None

Abbreviations and Acronyms

PRF—Promotion Recommendation Form

Attachment 26

EXAMPLE STAFF SUMMARY SHEET

Figure A26.1. Example Staff Summary Sheet.

STAFF SUMMARY SHEET					
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		SIGNATURE (Surname), GRADE AND DATE
1	Group X /CC	Coord		6	1 SOW/ CV
2	1 SOW/ CCA	Coord		7	1 SOW/ CC
3	1 SOW/ CCC	Coord	** Enlisted personnel only **	8	Group X /CC
4	1 SOW/ CCS	Coord		9	Sqdn X (admin)
5	1 SOW/ DS	Review		10	1 SOFSS/ FSMPPM
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE	TYPYST'S INITIALS
Jones, 0-3			Squadron X/CCE	884-5678	abc
SUBJECT					DATE
PCA Action - 1 SOW to HQ AFSOC Capt J. Smith					20121121
SUMMARY					
PURPOSE: 1 SOW/CC Approve/disapprove proposed PCA move to HQ AFSOC (or other applicable tenant unit).					
BACKGROUND: PCAs allow for personnel to move between units within the installation to fill critical jobs and voids due to retirements, separations, and deployments and also allow for new career opportunities and growth by working in new areas. However, because of these manning shortages, it is vital for 1 SOW senior leadership to have visibility of their personnel prior to PCA in order to perform a quality review of manpower allocation in critical areas within the wing. This act allows senior leaders to make the right decision in accordance with the wing's prioritization plan. IAW HF Supp to AFI 36-2110, paragraph 1.1.3.4., all PCAs/loans outside the 1 SOW must first be approved by the 1 SOW/CC.					
DISCUSSION: (Gaining unit/Directorate) has requested that (individual's name) be PCA'd to HQ AFSOC with the following information:					
Effective Date of PCA: (NET 2 weeks prior to PCA)					
Unit Position Number:					
Projected Duty AFSC:					
Projected Duty Title:					
Gaining PAS Code:					
Reporting Official: (Name)					
Projected Duty Phone:					
Projected Office Symbol:					
Required Manning Data					
World-wide Manning % for AFSC:					
MAJCOM Manning %:					
Career Field Manning %:					
(Include amplifying information as needed, such as benefits/costs with the move, unit manpower strengths, etc.)					
RECOMMENDATION: 1 SOW/CC approve/disapprove the PCA action by indicating on the SSS above.					
JOHN Q. DOE, Lt Col, USAF Commander, Squadron X					